

LEHIGHTON AREA SCHOOL DISTRICT
Lehigh, Pennsylvania APPLICATION
FOR USE OF SCHOOL PROPERTY

- Reminder: (1) Applicant must meet with principal or designee not less than fourteen (14) days prior to facility use and present completed application.
- (2) Applicant must present proof of insurance upon submission of application. Failure to supply an adequate Insurance certificate that complies with school policy will deem application as incomplete.

Application Date: _____

1. Name of Responsible Person: _____ Group Name: _____
Address: _____ Phone No. _____
_____ (____) _____
2. Building Requested: ☐ Elementary Center ☐ Middle School
☐ High School ☐ Old Stadium (Beaver Run Rd)
☐ Multi-Purpose Stadium ☐ Other _____
- Facilities Needed: ☐ Gym ☐ Outside Fields ☐ Classrooms # _____
☐ Cafeteria ☐ Auditorium ☐ Other: _____
3. Dates – Time and Hours of Use:

<u>Dates</u>	<u>Time</u>	<u>Number of Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
4. Purpose: _____
5. List of activities taking place as well identify any mechanical or rebounding devices (ie. Trampolines/bounce houses) (please be specific):

6. Will there be an admission charge? Yes ☐ No ☐
If yes, what will net proceeds be used for? _____
7. Check services/equipment needed. (Note: Charges may be required)
- | | | |
|---------------------------------------|---|------------------------------------|
| Sound System ☐ | Stage Lighting ☐ | Cafeteria ☐ |
| Scoreboard ☐ | Folding Stands ☐ | Tables ☐ |
| Concession ☐ | Projector ☐ | |
- ☐ Other _____

Required services are:

Cafeteria ☐	Stage Lighting ☐
Custodian ☐	Audio Visual Equipment ☐

The school custodian on duty will be in charge of the building. Responsible person will be responsible to custodian for the following:

1. The conduct of persons taking part in the activity.
2. Any damage to property.
3. Adherence to time schedule.
4. Containing activity to engaged portion of building.
5. Assigning doorman to assure authorized admittance only.
6. Enforcing no smoking, drinking and drug regulation.

Will police be in attendance? Yes ☐ No ☐

Will stage crew be needed? Yes ☐ No ☐

Start time of Event (if applicable provide date and start time) Date: _____ Time: _____

Starting time for custodian _____ Estimated time for Custodian _____

Remarks or special arrangements _____

I/We have read the above and understand. I/We are responsible for conforming to above use regulations, damages and fees as result of use of property and guarantee to pay for same.

PRINT

Responsible Person _____ Date _____

To be submitted not less than fourteen (14) days prior to facility use. FOR DISTRICT OFFICE USE:

Application: Approved ☐ _____ Date _____

Signed by Principal/Designee _____

Application: Denied ☐ _____ Date _____

Signed by Principal/Designee _____

Seven (7) days prior to use.

Insurance Certificate Received: ☐ _____ Date _____

Security Deposit Received: ☐ _____ Amount: _____ Date _____

Copies to: Sponsoring Group ☐ Stage Manager ☐ Custodian ☐
Gym Manager ☐ Cafeteria ☐ Building ☐
Secretary ☐

FINAL CHARGES TO BE DETERMINED AFTER FACILITY USE

(All checks made payable to LASD)

Building charges: Number of Hours _____ @ \$ _____/hr. TOTAL _____

Custodial charges: Hours worked _____ @ \$ _____/hr. TOTAL _____

(Note: prorated salary) Custodian Signature _____

Other charges: _____ TOTAL _____

GRAND TOTAL _____

COMPLETED BY DISTRICT BUSINESS OFFICE Charges

approved and check received by Principal: _____ Date _____

Check received by Business Manager: Check No. _____ Date _____

Security Deposit returned: Initialed _____ Date _____